

Site: \_\_\_\_\_  
City: \_\_\_\_\_

Date & Time: \_\_\_\_\_  
Registration No.: UOCC - \_\_\_\_\_

## Used Oil Collection Center (UOCC) Inspection Checklist

Street address: \_\_\_\_\_  
Mailing address: \_\_\_\_\_  
Phone number: \_\_\_\_\_ UOCC Contact: \_\_\_\_\_  
Owner name: \_\_\_\_\_ Person Met: \_\_\_\_\_

INSPECTION ITEM	Y	N	NA	COMMENTS
Has any header information changed since last inspection?				If yes, which?
<b><u>Recordkeeping (keep 3 yrs) (&gt;physically check recent records)</u></b>				
1. Is UOCC logsheet complete (name, address, date, quantity)?				
[>>Did inspector pick up log sheets? --except Checker, Jiffy Lube, etc.]				
[>>Did inspector pick up transporter pickup slips? --except Checker, Jiffy Lube...]				
2. Does UOCC collect used oil only from DIYers and/or small farmers?				If collects from generators, is UOCC type C or D?
3. a. Are transporter pickup slips kept 3 yrs? (>>list transporters at right)				
b. Were all used oil transporters used by UOCC permitted by the State?				
c. Does UOCC itself transport used oil in quantities over 55 gallons?				
4. Is UOCC satisfied with transporter? (>>if not, list reasons at right)				
5. Do the transporter pickup slips show Clor-d-Tect result?				
<b><u>Miscellaneous</u></b>				
1. a. Is UOCC sign clearly posted? [note: this is a suggestion, not rule]				
b. If no, did inspector provide new sign?				
2. Does UOCC have adequate log sheets, signs, etc. from State?				If not, list needs:
3. a. Do employees know how to evaluate oil for signs of mixing?				
b. Is suspicious/contaminated oil set aside for LHD to handle?				
4. a. Are materials needed for Spill Plan on hand? (>>list at right)				
b. Have the employees been trained on the Spill Plan?				
<b><u>Orphan Oil and Drums</u></b>				
1. a. Is orphan oil recorded on the log sheet? (if none received, mark NA)				
b. Are orphan oil drums immediately reported to LHD? (ie. within 24 hrs)				
2. a. How many used oil drums are at the UOCC?	>>	>>	>>	Full:      Partially full:      Empty:
b. Are drums a problem for the UOCC? (recommend swapping-out idea)				
<b><u>Spills and Containment</u></b>				
1. a. Is UOCC free from signs of spills (stained soil, etc.)? If no, explain.				
b. If there are spills, has UOCC committed to cleanup date? (list at right)				
2. a. Is secondary containment free from oil?				
b. " " " " " water?				
c. " " " " " debris? (specify type of debris)				
d. If not, has UOCC committed to cleanup date? (list date at right)				

Registration Number: UOCC-\_\_\_\_\_

Date: \_\_\_\_\_

## UOCC Inspection Checklist (page 2)

INSPECTION ITEM	Y	N	NA	COMMENTS
<b>Storage</b> <b>--REMEMBER: the term "containers" includes drums</b>				
1. Are containers in good condition & free from leaks?				
2. Are all containers clearly labeled with the words "Used Oil"?				
3. Are containers covered to prevent rain from getting in (incl. bungholes)?				
4. Are containers in area secure from general public?				
5. Are pipes leading to underground storage tanks labeled "Used Oil"?				
6. Does the DIYer tank have a funnel (closed if outside) for pouring?				
7. Does the DIYer tank have stairs or similar access to facilitate pouring?				
8. Do containers have adequate secondary containment?				
Check type of containment:	>>	>>	>>	___ concrete    ___ metal    ___ plastic    ___ other
<b>On-Site Burning in Space Heaters</b>				
1. Does UOCC burn only used oil from DIYers or oil generated on site?				
2. Is the space heater capacity at or below 0.5 million Btu/hr?				
3. Are combustion gasses vented to outside air?				
4. Is the used oil ever burned in the summer? (on hot days)				
5. Does the UOCC burn the used oil for genuine energy recovery?				
<b>Miscellaneous Generator Standards</b>				
1. Does generator avoid mixing used oil with haz. waste (ex: solvents)?				
2. Are used oil filters properly hot-drained prior to disposal? [Hot draining means crushing, cutting, puncturing, or dismantling the filter (circle one) prior to draining it at room temperature for at least 12 hrs.]				
3. If used oil filters are being recycled, please list name of recycler:	>>	>>	>>	
If tank is outside, has inspector taken photo of tank?				
<b>UOCC comments/suggestions/complaints?</b>				
<b>Notes</b> (please list how any problems noted above have been or will be resolved-- <b>include dates for follow-up inspections</b> ):				

Inspector signature: \_\_\_\_\_

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Facility representative signature: \_\_\_\_\_

11 July 2001